

# **12 FAH-7 Appendix VI REPORTING FORMATS**

*(TL:LGP-01; 08-10-2001)*

## **12 FAH-7 Appendix VI-1 SURVEILLANCE DETECTION REPORTING FORMAT**

*(TL:LGP-01; 08-10-2001)*

For tracking and assessment purposes, submit reports of surveillance activity to DS/CIS/PSP/FPD in the format outlined below:

- Post;
- Date and time of surveillance activity;
- Summary of surveillance activity (e.g., methods used, surveillant use of vehicle, surveillant use of still or video camera, etc.);
- Source(s) of the report;
- Number and description of surveillants (names, sex, and bio information, if available);
- Probable target(s) of the surveillance (e.g., post buildings or operations, post personnel, official residences, vehicles, etc.);
- Post investigative actions (e.g., embassy or consular checks, vehicle traces, surveillants confronted and/or interviewed);
- Post security and/or operational actions (e.g., security augmentation measures, briefings);
- Requests made by post for host government security assistance;
- Security actions taken by host government (e.g., police or host government intelligence checks, vehicle traces, surveillants confronted/interviewed);
- Post requests for DS investigative action; and
- Additional comments by post.

## **12 FAH-7 Appendix VI-2 EXPLOSIVE DETECTION ALARM (RESOLUTION REPORTING FORMAT)**

*(TL:LGP-01; 08-10-2001)*

Reports are required on alarms generated by explosive detection equipment and the actions taken to resolve the alarm should be reported to DS/CIS/IST/FSE/FS via DS Channel cable using the format below.

- Detailed narrative of the circumstances of the detection, include date, time and description of where the sample was taken.
- Type of explosive detected.
- Steps taken to resolve the alarm, for example, describe detailed search conducted.
- Describe responses by the vehicle operator, occupants or carrier of the suspect bag or package.
- Report if an explosive ordnance disposal unit (EOD) was called and describe the assistance provided by the EOD or other host government element.
- Describe explosive or explosive device found, if any. The discovery of an explosive device should be reported via TERREP CHANNEL.
- Was the emergency bomb response plan initiated?
- Was the IDNS activated?
- Report the operating condition of the explosive detection equipment.

# 12 FAH-7 Appendix VI-3 SAMPLE OF INCIDENT REPORTING FORMAT

(TL:LGP-01; 08-10-2001)

Report Number\_\_\_\_\_

Date of Report\_\_\_\_\_Time\_\_\_\_\_

Post No.\_\_\_\_\_Location\_\_\_\_\_

Type of Incident:

Breach of Security\_\_\_\_\_

Attempted Breach of Security\_\_\_\_\_

Equipment Malfunction\_\_\_\_\_

Guard Malfeasance\_\_\_\_\_

Other\_\_\_\_\_

Date of Incident\_\_\_\_\_Time of Day\_\_\_\_\_

Time of Day Guard Supervisor Notified\_\_\_\_\_

How Notified\_\_\_\_\_

Time of Day RSO and/or PSO Notified\_\_\_\_\_

How Notified\_\_\_\_\_

Details of Incident:

Guard Assigned to Post

(Print Name)\_\_\_\_\_

Signature\_\_\_\_\_

Guard Supervisor's Name (Printed)

(Print Name)\_\_\_\_\_

Signature\_\_\_\_\_

Follow Up Actions Taken (Describe and indicate by whom and when):

Original to RSO and/or PSO                      Date and Time Received\_\_\_\_\_

cc: Guard Supervisor, RSO and/or PSO